PROJECT Resume (Instructions)

Project Instructions | Resume

Learning Objectives:

1. Students will be able to design a complete self-promotional package including logos, business cards, ~~letterhead~~, brochures, and a resume.

Duration: 3 weeks

Project Submission Milestones—build upon each other like scaffolding.

- **PROJECT Resume milestone: Work Experience (https://wvm.instructure.com/courses/63059/assignments/1311389?wrap=1)**
- **PROJECT Resume Milestone: Layout + text (https://wvm.instructure.com/courses/63059/assignments/1311408?wrap=1)**
- **PROJECT Resume Final (https://wvm.instructure.com/courses/63059/assignments/1311407?wrap=1)**

Project Brief Resume

Write and design your resume based on the job descriptions you have previously researched, including KEYwords that will be searched by hiring managers and recruiters.

Your ONE-page resume will include:

1. work experience (+dates newest to oldest)

2. education (+dates newest to oldest)
3. *[optional]* related coursework (projects, classes) and/or skills (software)
4. contact info (city, phone, email)
5. portfolio url, awards, certifications
6. +any other relevant professional information

> **Personal details**: *home address, hobbies, birthdate, children, marital status, etc*. do not belong on your resume.

Process

Research. Resume samples for (visual/layout) inspiration:

> Google search: graphic designer resume examples
>
> Pinterest search**:** design resume creative
>
> Remember that you have designed a brand identity, consider how you will incorporate that into your design layout.
>
> **Do not use a "graphic design resume" template. You are a designer, make your own.**

Brainstorm a text document [Draft]:

> Work experience: Expand beyond the basics of job title, by including tasks related to the position you want. (include dates)
>
> Education: Expand beyond your intended degree (in progress), by including a field of study or specifics that related to the position you want. (include dates)

Your goal in writing your resume is to make connections of your past experience with the job that you desire. Review and describe your past work experience/responsibilities and tasks with a "design" filter:

1. **Business**
2. **Technical**
3. **Creative**

Resume Action Verb4.pdf (https://wvm.instructure.com/courses/63059/files/11196952?wrap=1) ⬇ **(https://wvm.instructure.com/courses/63059/files/11196952/download?download_frd=1)**

Evidence of previous employment shows a future employer that you are in fact “employable.” No matter if your only experience has been working part-time at a convenience store, you can describe and exemplify tasks that can be applied to your future job:

1. What **business** tasks did you perform?

    Manage any other employees? Work on a team?

    Schedule peer shifts? Accounting or bookkeeping tasks? Entrusted with register (cash) tallies?

    Did you have a positive impact on growth, sales, efficiency, etc.?

    For example: “Kept detailed records concerning ____ that lead to ____ and increased sales and _____.

2. What **technology** did you interact with and how has that expanded your technical experience?

    Processed and managed customer sales and returns.

    Maintained proper SKU codes in the company's online database.

3. In what ways have you brought **creativity** into your work experience? Think not only visual communication but creativity in problem-solving.

    Redesign the employee handbook because the layout was a wreck?

    Layout a flyer for a company-wide event?

    For example: “Lead a team on the design of an in-store point of purchase display that increased customer awareness of a xx vendor’s ___ product by over 150%”

Develop the **solution** and get **feedback**.

- Informational hierarchy
- Typography
    - typesetting guidelines
    - text size
    - line breaks (don't line break a proper noun) with soft returns
    - no hyphenation

    - En dashes (option hyphen) between dates “Aug 2019–present” with no spaces
- Layout
    - Alignment!
    - Margins, columns, horizontal flowlines
    - Negative space
    - Your logo/identity

Print a draft and proofread!